



## **BAPM Working Group to develop a Framework for Practice: Optimal Arrangements for Local Neonatal & Special Care Units in the UK including guidance on their medical staffing**

### **Terms of Reference**

#### **Background, General Terms and Purpose**

The BAPM document Optimal Arrangements for Neonatal Intensive Care Units in the UK including guidance on their Medical Staffing: A Framework for Practice, published in June 2014, addressed anticipated optimal activity and medical staffing in NICUs.

In order to produce a similar framework for Local Neonatal & Special Care Baby Units a survey of such units in the UK was initiated in 2016. The information obtained demonstrates the wide variety of medical staffing models developed in the UK and the large variation in individual unit activity seen, a reflection of geographical location amongst other factors.

The BAPM EC have agreed that LNUs & SCUs should benefit from the same support as NICUs through the development of a framework for practice. In order to achieve this BAPM EC require a multi-disciplinary Working Group to be formed to develop a consensus-based Framework for Practice using any available evidence and the results from the UK survey.

The group will include in their consideration:

1. The activity within LNUs & SCUs in terms of very low birth weight admissions & respiratory care days
2. The medical staffing models developed for LNUs & SCUs in order to provide safe and effective care within these units and the paediatric departments alongside
3. The geographical challenges for urban and rural areas
4. Any specific issues relating to the devolved nations within the UK

#### **Membership**

The proposed representation within the group is as follows:

##### **Chairs:**

Dr Wendy Tyler

Dr Steve Jones



### **Members:**

- Executive Manager of BAPM
- Local Neonatal Unit Neonatologist/Neonatal Paediatrician Representatives x 2-3
- Special Care Unit Neonatal Paediatrician/General Paediatrician x 2-3
- Neonatal Nurse/ANNP LNU & SCU, 1-2 from each unit type
- Parent representative(s) from Bliss from an LNU or SCU

### **Meetings and Timeline**

It is envisaged that there will be one to two face-to-face meetings, with subsequent development and finalisation of the statement and framework by email correspondence and/or teleconference.

### **Reporting**

The group will report to the BAPM Executive Committee and this will be followed by circulation of a proposal to the BAPM membership for consultation.

### **Responsibility and Accountability**

The group is responsible to the BAPM Executive Committee and accountable to the BAPM membership.

### **Probity**

The group will operate under the arrangements for probity as set out in the BAPM conflicts of interest policy. All group members will be required to complete a declaration of interest form which will be held in the BAPM office and made available on request.

### **Expenses**

BAPM will cover reasonable travel and subsistence costs for attending members as outlined on the BAPM expenses claim form.